



**DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL**  
**Chesapeake Bay Implementation Grant Program**  
**Fiscal Year 2018**  
**Local Implementation Funding Grant**  
**Request for Proposals (RFP)**

***Synopsis***

In fiscal year 2018, \$400,000 will be made available in grants for Local Implementation Funding for implementation projects that will improve water quality by reduction of nutrient and sediment loads within Delaware's portion of the Chesapeake Bay watershed. Proposals will be selected by the Department of Natural Resources and Environmental Control Chesapeake Bay Implementation Grant Program through a competitive grant process. The Department of Natural Resources and Environmental Control Chesapeake Bay Implementation Grant Program will administer the grant application process and provide technical and financial guidance during the grant application and project period.

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***Important Dates***

- August 10, 2017** Issuance of RFP.
- September 20, 2017** Proposals due to the DNREC NPS Program office no later than 4:30 p.m. Applications received after that time will not be reviewed.
- October 2017** Grant Awards announced and recipients notified.

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**Division of Watershed Stewardship**  
**Nonpoint Source Program, Suite 6B**  
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## **1. INTRODUCTION AND PROGRAM GOALS**

### Purpose

The Delaware Chesapeake Bay Implementation Grant Program, within the Delaware Department of Natural Resources and Environmental Control, is announcing a Request for Proposals (RFP) for Local Implementation Funding Grants to support the implementation of Best Management Practice (BMP) projects within Delaware's portion of the Chesapeake Bay watershed to improve water quality by reduction of nutrient and sediment loads.

### Program Goals and Priorities

Competitive grants will be available from the Delaware's Chesapeake Bay Implementation Grant Program which will administer the grant application process and provide technical and financial guidance during the grant application and project period.

### Goal Statement:

The Local Implementation Funding Grant is an annually determined portion of funding set aside in Delaware's Chesapeake Bay Implementation Grant. Local implementation funding is intended for use by local entities within Delaware's portion of the Chesapeake Bay watershed for BMP implementation projects that will improve water quality by reduction of nutrient and sediment loads.

In undertaking these projects, it is the intent that surface and ground water quality throughout the State of Delaware's Chesapeake Bay watershed is measurably improved and that citizen education and actions regarding the waters of the State are benefited. The available funding should be used to assist with implementation of BMP projects identified in Delaware's Chesapeake Bay Phase II Watershed Implementation Plan (WIP) or watershed Pollution Control Strategies (PCSs). It is desired to fund project/program implementation with a priority for projects that promote community involvement, leverage additional resources, further education and outreach, demonstrate innovative science, policy, and technology, and provide a project/program approach that is both measurable and transferable in water quality improvements.

The proposal should be designed to demonstrate water quality improvements to local impaired waters on developed and non-developed landscapes with traditional and/or innovative, yet sustainable and cost-effective approaches. In addition, these projects should lead to ways of approaching nonpoint source load reductions, while also contributing knowledge of cost effective, sustainable new ways of doing business.

Examples of possible uses of this funding by local entities for reducing nutrient and sediment loads that would also support Delaware's Chesapeake Bay Phase II Watershed Implementation Plan (WIP) implementation are below:

- Local implementation of priority, structural agricultural, urban/suburban, and/or resource BMPs identified in Delaware's Phase II WIP or PCSs.

- Identification and mapping of municipal stormwater infrastructure and green stormwater BMP's to assist the municipalities with preparation for their Municipal Separate Storm Sewer System (MS4) permit.
- Local stormwater improvements.
- Structural Agricultural BMP's that address urban stormwater.

For a proposal to be considered eligible for funding, all work included in the proposals must take place within the State of Delaware.

**Programs and projects selected will demonstrate innovative and/or environmentally beneficial and sustainable methods, techniques, and/or practices for water quality improvements with cost effective and measurable results.**

### **Important Dates and Grant Schedule**

August 10, 2017	RFP Issued
September 20, 2017	Proposals due to the DNREC Nonpoint Source Pollution Program office no later than 4:30 p.m. Applications received after that time will not be reviewed.
October 2017	Grant Awards announced and recipients notified.

## **2. ELIGIBILITY**

### **Applicant Requirements**

Applicants may be state, county, municipality, city, town, conservation district, not-for-profit organization representing local governments, watershed organizations, community organization, and/or homeowner's association within the State of Delaware's portion of the Chesapeake Bay watershed. Applicants may submit up to two project proposals per grant cycle. Preference is given to projects involving cooperative partnerships.

Agricultural operations and private for profit firms are not eligible for these funds. Interested parties may enter into working arrangement with eligible applicant.

**DNREC requires an appropriate licensed professional seal construction plans. This applies to implementation projects that include construction. Grant reimbursement will not occur if sealed plans are not submitted prior to construction. DNREC reserves the right to waive the requirement on a case by case basis after review of the grant proposal.**

**Projects with over 5,000 square feet of disturbance must comply with the Sediment and Stormwater Regulations.**

**Insurance:** There are **insurance requirements for grant recipients**. Applicants should review their existing insurance coverages and determine if their existing insurance coverage meets the requirements set out below. If the Applicant's current insurance does not meet the requirements set out below, please explain in your submittal how any deficiencies in the required insurance coverages will be handled. Certificate of Insurance and/or copies of the insurance policies will be required before a grant agreement is executed.

Grant recipients shall maintain the following insurance during the grant term:

- Worker's Compensation and Employer's Liability Insurance in accordance with applicable law, and
- Comprehensive General Liability - \$1,000,000.00 per occurrence/\$3,000,000 general aggregate, and
- Medical/Professional Liability - \$1,000,000.00 per occurrence/\$3,000,000 general aggregate; or
- Miscellaneous Errors and Omissions - \$1,000,000.00 per occurrence/\$3,000,000 general aggregate, or
- Product Liability - \$1,000,000.00 per occurrence/\$3,000,000 general aggregate, and

If required to transport state employees, Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage to others.

#### Award Information

Funding for projects receiving a grant award in this grant cycle will be subject to a minimum \$25,000 grant with a maximum of \$100,000. The award made under this RFP will support lasting water quality improvements, primarily on developed lands, necessary in impaired watersheds to meet water quality limits as identified by Total Maximum Daily Loads and/or identified in Delaware's Chesapeake Bay Phase II Watershed Implementation Plan (WIP) or Pollution Control Strategies (PCSs).

At least 90 percent of the award must be utilized for implementation of the project. Construction costs, project materials, and labor cost related directly to the construction/implementation would be included. Up to 10 percent of the funds provided by this award may be used for administrative costs (personnel salaries and indirect costs), planning and/or design costs.

**DNREC reserves the right to reject all proposals and make no awards under this announcement.**

DNREC reserves the right to make additional awards under this announcement, consistent with Department policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than 6 months after the original selection decisions.

#### Matching Requirements

**This grant requires a 1:1 match which may be state or local cash, or in-kind.**

Proposals will be evaluated on leveraging and preference is given to projects that include additional match (in addition to the required 1:1 cash match), cost share, or leveraging by, local, or other state funds. If using volunteer hours for additional match, the dollar value for volunteer hours that should be used is \$23.20/hour<sup>1</sup>.

#### Ineligible Costs and Projects

Projects required by enforcement action taken by DNREC, punitive or penalty related requirements, and required mitigation are ineligible for these funds. However, projects (with the exception of agricultural) that plan for improvements that may meet a permit condition are acceptable.

**Expenses incurred prior to the issuance of a Purchase Order are not reimbursable.**

#### Project Duration

The project implementation should not extend beyond **2 years** of the date of the issuance of a purchase order.

Award recipients will be required to submit regular 6-month status reports and a final report. Applicants receiving a grant award will be notified of specific reporting requirements in the grant award agreement.

### **3. HOW TO APPLY**

#### Submission of Proposals

An electronic copy of the proposal and supporting materials (e.g. project support letters from partners) in pdf format AND a copy in Microsoft Word must be submitted to the Nonpoint Source Pollution Program **no later than 4:30 pm, on September 20, 2017**. The emailed proposal must be less than 10 megabytes in size. Proposals will not be accepted by facsimile machine submission. Project proposals selected for awards will need to sign grant applications prior to receiving grant award.

**Jim Sullivan**

**[James.Sullivan@state.de.us](mailto:James.Sullivan@state.de.us)**

**Subject: Chesapeake Bay Local Implementation  
Funding Grant**

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<sup>1</sup> Based on 2016 State of Delaware Value of Volunteer Time.  
[http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time)

## Grant Application Format

Applicants should describe, within your application, how the project meets the program goals and priorities, the geographic scope of the project, cost effectiveness of the project, technical merit and feasibility, and organizational capacity to complete the project. The recommended length (not including cover page, signature page, and exhibits) of the proposal is 5-6 pages. Applicants may be contacted if the selection committee has any questions regarding your proposal.

**Cover Page:** The cover page should include the proposal title, partners/sponsor(s), point of contact information, period of time the proposal will cover (e.g. 6 months, 1 year, etc.), project cost, requested amount of funding, and information contained in the below summary table.

- Total drainage area being treated (acres) and associated runoff curve number
- % Impervious Area
- Best Management Practice(s) Proposed
- Total runoff reduction proposed and/or nutrient reduction. Applicants may use the Chesapeake Bay Facility Assessment Scenario Tool (BayFAST), Chesapeake Assessment and Scenario Tool (CAST), or Delaware Urban Runoff Management Model version 2 (DURMM v.2), to estimate the total pounds of nutrient/sediment reduction and/or volume of runoff reduction based on the site parameters. Applicants are encouraged to use the Chesapeake Bay tools.

**Signature Page:** This page should contain the signatures of the grant applicant, landowner(s) on which the project will occur, and the responsible party for any matching funds. Letters of support from the landowners may be included in this section.

**Background and Justification:** Briefly describe the issue or problem to be addressed by the grant proposal, why the work is necessary, and how it fits with the grant program criteria. For implementation projects, describe where the project is located including its watershed, municipality, and site location, and its geographic characteristics such as recharge feasibility, TMDL reduction requirements, etc.

**Scope of Work:** This section should describe an objective and what is to be accomplished, location where the work will take place, who will complete the work, organizational capacity to complete the project, a work plan to accomplish your task, and description of environmental and multiple benefits resulting from your project.

**Time Schedule and Benchmarks:** This section should break down the Scope of Work into tasks with target dates for completion of each task. It should list target milestones, timelines, and describe how each milestone addresses project objectives.

**Project Budget:** This section should provide a detailed budget description and a brief narrative justification of the budget. It should include the amount requested and itemize all expenditures such as personnel/salaries; travel, equipment, supplies, contractual costs, indirect costs, and match sources and amounts.

**Qualifications:** This section should include a list of applicant's qualifications to complete the project.

**Insurance:** There are insurance requirements for grant recipients. Applicants should review their existing insurance coverages and determine if their existing insurance coverage meets the requirements described herein. If the Applicant's current insurance does not meet the requirements set out below, please explain in your submittal how any deficiencies in the required insurance coverages will be handled. Certificate of Insurance and/or copies of the insurance policies will be required before a grant agreement is executed.

#### **4. SELECTION PROCESS**

Proposals will be reviewed for threshold eligibility purposes as described in this announcement. A team of resource experts will conduct a merit evaluation of each eligible proposal, rank them, and submit recommendations for funding to the Division of Watershed Stewardship Director.

##### **Proposal Review and Ranking Criteria**

The following evaluation criteria will be employed when reviewing and screening applications. Information on how each one of these will be fulfilled should be included in the proposal.

##### **1. Geographic Scope (10 points)**

- The proposal shall thoroughly identify the geographic setting of the project.
  - The watershed and sub-watershed shall be identified (i.e., Deep Creek subwatershed within the Chesapeake Bay watershed).
  - The municipality contained within (i.e., county or town/city).
  - The site specific information (i.e., street location, parcel identification, waterbody draining to, etc.)
  - Any site reconnaissance information, including but not limited to: recharge feasibility mapping, soils mapping and/or soils testing, contours via Lidar data or survey, drainage area/acres treated, % impervious cover.
  - An aerial of the project area must be included within the limits and important features clearly noted. Additional exhibits are encouraged.
- The impairments of the watershed and/or site area should be noted, including management plans that have been developed:

- The TMDL reduction requirements established
  - Local factors and concerns (i.e., in a CSO area, in a highly impervious area with no stormwater controls, in a highly eroding stream channel, etc.).
  - Projects identified in Delaware's Chesapeake Bay Phase II Watershed Implementation Plan (WIP) or local Pollution Control Strategies (PCSs)  
<http://www.dnrec.delaware.gov/swc/wa/Pages/WatershedManagementPlans.aspx>
- Points will be awarded based on the thoroughness of the answers (while being concise), as well as the connection to the watershed/sub-watershed's degradation.

## 2. **Meets Program Goals and Priorities (40 Points)**

The project proposal should:

- Implement non-regulatory recommendations, strategies, projects identified in Delaware's Phase II Chesapeake Bay Watershed Implementation Plan, a Pollution Control Strategy, published watershed restoration/implementation plan, Whole Basin Management Preliminary Assessment, and/or community based stormwater permits. The proposal should specify the activity and how it will be implemented in order to qualify for points under this criterion (10 points)
- Install community stormwater management improvements or retrofits in existing developments and municipalities or provide restoration for water quality benefits (30 points);
  - What type of practices are being proposed and what are the square footage of practice area and/or cubic footage of storage being proposed?
  - What are the nutrient/sediment reduction and runoff reduction efficiencies for the practice(s)?
    - Applicants may use the Chesapeake Bay Facility Assessment Scenario Tool (BayFAST), Chesapeake Assessment and Scenario Tool (CAST), or Delaware Urban Runoff Management Model version 2 (DURMM v.2), to estimate the total pounds of nutrient/sediment reduction and/or volume of runoff reduction based on the site parameters. Applicants are encouraged to use the Chesapeake Bay tools.
  - What is the expected lifespan of the improvement as proposed?
  - Will nutrient/sediment reduction and/or runoff reduction remain a constant over the lifespan of the improvement or will there be a diminishing return?
  - Who will design the project?



### 3. **Leveraging/Co-funding (10 points)**

- The proposal should identify cooperative partnerships with stakeholders, creation of sustainable and effective commitments, and should demonstrate strong support from partners and other relevant agencies and organizations. The applicant may attach letters of support from cooperating agencies identifying how they intend to support the project. Applicants will be evaluated based on the extent they demonstrate how the applicant will coordinate/leverage the funding with other sources of funds (i.e., funding entities, project partners, surrounding communities, and businesses). (10 points).

**Note:** Applicants are required to use a match or cost share to receive points under this criterion for leveraging. Applicants may choose to demonstrate leveraging by pledging their own funds above the minimum match requirement or other resources for a voluntary match or cost share.

Applicants who choose to cost share voluntarily must meet their cost share obligations if their proposals are selected for award. Please note that only eligible and allowable costs may be used for matches or costs shares.

Federal grants may not be used as matches or cost shares.

### 4. **Technical Merit and Project Feasibility (30 Points)**

- The proposal will be evaluated on the technical feasibility given the proposed budget and timeline. The proposal should identify the applicant's (and partners) ability to undertake and successfully complete this project. The Review Team will evaluate the applicant's technical ability to successfully complete and manage the proposed project taking into account the applicant's organizational capacity, experience, facilities and technical expertise to accomplish the proposed plan of work and its likely success (10 points).
  - Give a timetable for the implementation of project. Include any monitoring time as applicable.
  - Give a detailed budget for project implementation and monitoring.
- Cost effectiveness (10 points)
  - Give the amount of dollars spent for the pounds of nutrients/sediment removed and/or volume of runoff reduced.
  - Describe how the longevity of the practice relates to the initial cost.
- Maintenance (10 points)
  - Describe who will be accountable for the maintenance of the practice after the grant has ended and what funding is available for maintenance.
  - A letter of agreement for future maintenance must be included.

### 5. **Programmatic Capability (10 Points)**

- Organizational experience of applicant, partners and consultants/contractors (if known). If any necessary consultants or

contractors are not known at the time of grant preparation, than the means of selecting a qualified candidate should be described. **An appropriate licensed professional is required to seal construction plans for implementation projects.**

- Plan for timely and successful achievement of the project objectives.
- Other similar grant awards

## **5. GRANTEE RESPONSIBILITIES**

Grantees are responsible for submitting detailed invoices at a period of no more than once per month for disbursement of funds. Disbursement procedures will be provided at the time of grant award notification.

Grant award recipients will be required to submit regular reports during the project period and a final report at the end of the project period. Specific reporting requirements will be provided in the grant award agreement. Grant award recipients will be required to sign a grant agreement with the Department. All award recipients are required to comply with all state and federal laws and guidelines pertaining to the use of grant funds.

## **6. CONTACT INFORMATION**

For further details regarding the Chesapeake Bay Local Implementation Funding Grant applicants are encouraged to contact:

- Jim Sullivan, Nonpoint Source Program [James.Sullivan@state.de.us](mailto:James.Sullivan@state.de.us)
- For WIP related questions, contact Brittany Sturgis, Nonpoint Source Program [Brittany.Sturgis@state.de.us](mailto:Brittany.Sturgis@state.de.us)

**The Department of Natural Resources and Environmental Control solicits and encourages Minority Business Enterprises (MBE), Women's Business Enterprises (WBE), and Small Business Enterprises (SBE) in all service contracts and is committed to affirmative action, equal opportunity, and diversity of its workforce.**